

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-510-5393-XXX</b>
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent / Full Time
Working Title: Grant Expenditure Analyst	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division	Branch/Section/Unit: Operations / Federal Grant Management Section / Federal Grant Reconciliation and Reporting Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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**Competencies**


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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by advancing the health and well-being of California's diverse people and communities. As an employee of the Federal Grant Management Section (FGMS), the incumbent serves as part of a team that supports the budget and financial responsibilities of the Women, Infants, and Children (WIC) Division to ensure a legally operable, fiscally sound, and financially credible statewide organization.

The incumbent works under the general direction of the Chief, Federal Grant Reconciliation and Reporting Unit (FGRRU), Staff Services Manager I (SSM I). The Associate Governmental Program Analyst (AGPA) performs the more responsible, varied, and complex technical analytical, budgeting, accounting, and advisory tasks related to the administration, oversight, and financial reporting components of the WIC administrative grants. The AGPA applies analytical principles and methods to identify trends, make projections, and develop financial policy recommendations to management. The incumbent will communicate with both interior and exterior stakeholders while developing clear, concise, and comprehensive financial reports.

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### Special Requirements

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- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

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### Essential Functions (including percentage of time)

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40% Independently performs the more complex analytical functions and computations of fiscal responsibilities such as monitoring Local Agency and support contracts, service orders, and purchase orders (SO/PO) regarding, fund balances, approving expenditures, and certifying availability of funds. Reviews, oversees, and approves support contract and SO/PO invoices assuring proper coding based on expenditure type, purchase/service period, and program cost allocation.

Analyzes, accrues, and encumbers funds to appropriate state and federal fiscal year periods. Develops and maintains complex Microsoft Excel spreadsheets to ensure data is reported in the correct federal and state fiscal year and the program is operating in accordance with approved federal grant levels. Tracks and research fiscal compliance. Implements and uses the fiscal guidelines and tools that are aligned with the United States Department of Agriculture (USDA) guidelines. Determines the state and federal fiscal year and appropriate federal cost category to charge claims, based on budget analysis and all applicable state and federal regulations, to maximize the use of federal funds, ensure the highest degree of accuracy in federal reporting, and avoid audit findings.

Independently analyzes incoming invoices and makes recommendations for payments based on state and federal fiscal year budget documentation. Analyzes WIC Program financial planning and expenditure records to evaluate whether federal funds are available. Provides technical guidance to internal WIC sections and CDPH Accounting section on payment issues. Follows up and resolves contract or SO/PO discrepancies. Ensures proper and timely payment and submissions of all necessary corrective documentation. Monitors and evaluates

all support contract balances. Maintains projections of anticipated costs and provides financial recommendations to WIC management on corrective action necessary to ensure spending is within authorized budgeted amounts.

- 25% Assists in federal and state-mandated reports, drills and preparation of other documents that may include compiling and analyzing fiscal data, writing narratives and formatting tables and reports. Works with internal contract managers to ensure all contracts are executed, and all information is current that may be necessary prior to the issuance of payment. Analyzes a variety of accounting data to assist in the application of financial data and information; provides estimates of expenditures, reimbursements, and revenues; advises management of forecasted expenditures relative to budgeted expenditures. Monitors CDPH Budget Utilization and Development System (BUDS) documents. Provides Local Agency authority expenditures and budget monitoring and reporting. Assists the Health Program Specialist I on fiscal inquires as a program liaison between WIC, the CDPH Accounting and Budget offices, and control agencies on the Budget Estimate, Budget Change Proposals, and Federal Funding drills.
- 15% Monitors and tracks payment delays and resolution. Confirms and reconciles state support expenditures. Determines and organizes proper account coding for all support contract requests to correctly identify anticipated program obligations in the appropriate state and federal fiscal year. Collaborates with other program staff to prepare reports on estimates and project funding splits required for multi-year support contract requests. Ensures that funding amounts are properly encumbered by completing reconciliation with FI\$Cal reports. Analyzes a variety of accounting data to assist in the application of financial data and information; provides estimates of expenditures, reimbursements, and revenues. Advises management of forecasted expenditures relative to budgeted expenditures.
- 15% Independently reviews the revised chart of account codes and code combinations to ensure the appropriate funding source is utilized in order to prevent errors. Research errors and issues, communicates the source of errors to management and staff as appropriate. Maintains and provides expenditure projections to management for all support contracts to forecast the necessary funds to be accrued at the end of each state fiscal year and the un-liquidated obligations required at the end of the federal fiscal year. Prepares encumbrance and dis-encumbrance documents for processing in the CDPH Accounting Section. Reconciles encumbrance documents to FI\$Cal reports on a monthly basis to ensure the availability of proper funding in each federal and state fiscal year. Receives all revenues, reimbursements, and abatements related to audit findings, penalties, sales of documents and prepares transmittal documentation to track and deposit funds. Maintains database of all funds processed by accounts receivable category and state fiscal year.

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**Marginal Functions (including percentage of time)**

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- 5% Performs other job-related duties as assigned. The AGPA will cross train in alternative assignments.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

**HRD Use Only:**

Approved By: AG

Date: September 4, 2024.

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-510-5157-XXX</b>
Classification: Staff Services Analyst	Tenure/Time Base: Permanent / Full Time
Working Title: Grant Expenditure Analyst	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division	Branch/Section/Unit: Operations / Federal Grant Management Section / Federal Grant Reconciliation and Reporting Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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**Competencies**


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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by advancing the health and well-being of California's diverse people and communities. As an employee of the Federal Grant Management Section (FGMS), the incumbent serves as part of a team that supports the budget and financial responsibilities of the Women, Infants, and Children (WIC) Division to ensure a legally operable, fiscally sound, and financially credible statewide organization.

The incumbent works under the supervision of the Chief, Federal Grant Reconciliation and Reporting Unit (FGRRU), Staff Services Manager I (SSM I). The Staff Service Analyst (SSA) performs routine analytical, accounting, and advisory tasks related to the administration, monitoring, oversight, and financial reporting components of the WIC administrative grants. The SSA understands and applies analytical principles and methods to identify trends, make projections, and develop financial policy recommendations to management. The incumbent may communicate with both internal and external stakeholders of all levels while developing clear, concise, and comprehensive financial reports.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

40% Under the direct supervision of the Staff Services Manager I, the SSA performs analytical functions and computations of fiscal responsibilities such as monitoring Local Agency and support contracts, service orders, and purchase orders (SO/PO) regarding, fund balances, approving expenditures, and certifying availability of funds. Reviews, and approves support contract and SO/PO invoices assuring proper coding based on expenditure type, purchase/service period, and program cost allocation.

Accrues and encumbers funds to appropriate state and federal fiscal year periods. Maintains Microsoft Excel spreadsheets to ensure data is reported in the correct federal and state fiscal year and the program is operating in accordance with approved federal grant levels. Tracks and researches fiscal compliance. Implements and uses the fiscal guidelines and tools that are aligned with the United States Department of Agriculture (USDA) guidelines. Determines the state and federal fiscal year and appropriate federal cost category to charge claims, based on budget analysis and all applicable state and federal regulations, to maximize the use of federal funds, ensure the highest degree of accuracy in federal reporting, and avoid audit findings.

Under supervision analyzes incoming invoices and makes recommendations for payments based on state and federal Fiscal Year budget documentation. Analyzes WIC Program financial planning and expenditure records to evaluate whether federal funds are available. Provides technical guidance to internal WIC sections and CDPH Accounting Section on payment issues. Follows up and resolves contract or SO/PO discrepancies. Ensures proper and timely payment and submissions of all necessary corrective documentation. Monitors and evaluates all support contract balances. Maintains projections of anticipated costs and

provides financial recommendations to WIC management on corrective action necessary to ensure spending is within authorized budgeted amounts.

- 25% Assists in federal and state-mandated reports, drills and preparation of other documents that may include compiling and analyzing fiscal data, writing narratives and formatting tables and reports. Works with internal contract managers to ensure all contracts are executed, and all information is current that may be necessary prior to the issuance of payment. Analyzes a variety of accounting data to assist in the application of financial data and information; provides estimates of expenditures, reimbursements, and revenues; advises management of forecasted expenditures relative to budgeted expenditures. Monitors CDPH Budget Utilization and Development System (BUDS) documents. Assists the Health Program Specialist I on fiscal inquires as a program liaison between WIC, the CDPH Accounting and Budget offices, and control agencies on the Budget Estimate, Budget Change Proposals, and Federal Funding drills.
- 15% Monitors and tracks payment delays and resolution. Confirms and reconciles state support expenditures. Determines and organizes proper account coding for all support contract requests to correctly identify anticipated program obligations in the appropriate state and federal fiscal year. Collaborates with other program staff to prepare reports on estimates and project funding splits required for multi-year support contract requests. Ensures that funding amounts are properly encumbered by completing reconciliation with FI\$Cal reports. Analyzes a variety of accounting data to assist in the application of financial data and information; provides estimates of expenditures, reimbursements, and revenues. Advises management of forecasted expenditures relative to budgeted expenditures.
- 15% Under direct supervision reviews the revised chart of account codes and code combinations to ensure the appropriate funding source is utilized in order to prevent errors. Research errors and issues, communicates the source of errors to management and staff as appropriate. Maintains and provides expenditure projections to management for all support contracts to forecast the necessary funds to be accrued at the end of each state fiscal year and the un-liquidated obligations required at the end of the federal fiscal year. Prepares encumbrance and dis-encumbrance documents for processing in the CDPH Accounting Section. Reconciles encumbrance documents to FI\$Cal reports on a monthly basis to ensure the availability of proper funding in each federal and state fiscal year. Receives all revenues, reimbursements, and abatements related to audit findings, penalties, sales of documents and prepares transmittal documentation to track and deposit funds. Maintains database of all funds processed by accounts receivable category and state fiscal year.

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### **Marginal Functions (including percentage of time)**

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- 5% Performs other job-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable

and have provided a copy of this duty statement to the employee named above.

accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

**HRD Use Only:**  
 Approved By: AG  
 Date: September 4, 2024.